Additional Instructions for Importing Data into the CPRT and CPRTF

The Consumer Products Reporting Tool (CPRT) and Consumer Products Reporting Tool for Formulators (CPRTF) allow importing of product information from prepopulated templates, which are available for download in Microsoft Excel format from the 2013 Survey webpage: http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm Users may also import data previously backed up using the 'Restore' feature from the Setup/Maintenance page.

After entering the information into the templates the user must save the files in a CSV (Comma delimited)(*.csv) file type, which can then be uploaded into the CPRT or CPRTF. Users may also use other applications to view the import template, such as a text editor, a database program or another spreadsheet program, to generate a *.csv file for the upload. The instructions below are designed for users of the import templates or 'Restore' features.

Designating Confidential Information (Ingredient Fields Template)

Please note the change in "Ingredient Fields" template format and data entering instructions. The column titled "Confidential" was moved, so its current position is column "H." This column allows designation of information in this row as confidential.

Enter **"1"** in all lines for a product with confidential ingredient data, and **"0"** ("zero") in all lines for a product with nonconfidential data. Do not leave the data field blank. Previously, the reporting tool accepted 'Yes/No' or 'True/False'. This is no longer the case.

NOTE: Precautions must be taken to preserve text data type fields when working with the import templates and backup *.csv files in spreadsheets. There are several string (text) type data fields (i.e., Chemical Abstract Service (CAS) number, Universal Product Code (UPC), Fragrance Tracking code) that are used in the CPRT and CPRTF that can be interpreted as numeric values. Instructions below are designed for users that frequently backup and restore data and move data between Access platform and Microsoft Excel with the *.csv files.

Entering CAS numbers (Ingredient Fields Template)

Ensure that double quotation marks [" "] are added around the entire CAS value to prevent errors in the CPRT and CPRTF when data is uploaded as a *.csv file. This allows the CAS value to be treated as a text field instead of a number field.

Entering UPC/SKU code (Product Fields Template)

Ensure that double quotation marks [" "] are added around the entire UPC number or Stock Keeping Unit (SKU) number to prevent errors in the CPRT and CPRTF when data is uploaded as a *.csv file. This allows the UPC/SKU value to be treated as a text field instead of a number field.

Entering Fragrance Tracking code (Product Fields Template Template)

Ensure that double quotation marks [" "] are added around the entire Fragrance Tracking code to prevent errors in the CPRT and CPRTF when data is uploaded as a *.csv file. This allows the Fragrance Tracking code value to be treated as a text field instead of a number field.

Step-by-step directions for adding quotation marks [" "] around the CAS number entry:

- *Open the "Ingredient_Fields" worksheet*
- *In the worksheet, add a new column (column D) next to the CAS number column (currently column C).*
- *Add a quotation mark ["] in the empty cell J2.*
- *Select cell D2 in a newly added column and start the function with the equal sign (=)*
- *Start typing the function name: "CONCATENATE" and choose this function from the dropdown menu by double left click.*
- *Type in the formula below by using these steps*
  Click cell J2 - add comma [,]- click cell C2 - add a comma - click cell J2 again - add bracket [ )]
  =CONCATENATE(J2,C2,J2)
- *In order to complete this formula, add [$] as shown below:*
  =CONCATENATE(J2,C2,J2)
- *Hit Enter on your keyboard*
- *Select cell D2 that contains the formula and copy this reference formula down column D.*
- *Select all data in column D, choose COPY and then PASTE SPECIAL (as VALUES) into the sane column D to remove the formula*
- *Delete column C.*
- *Delete cell J2.*

Similar procedure must be used to add quotation marks [" "] around:

- *UPC code entries in the Product Fields worksheet (CPRT Import Template)*

- *Fragrance Tracking entries in the Product Fields worksheet (CPRT Import Template)*
- *CAS number entries in the Ingredients Fields (CPRTF Import Template).*

Use of numbers in text fields

When a text field contains only number characters, there may be potential transcription errors in the CPRT or CPRTF. In order to avoid these types of errors, before importing data, please check the import template to ensure that all text fields contain at least one letter (e.g., ProductName, FormulaName, GroupName, etc.)

If there are further questions about these instructions, please email:
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